



**Board of Nursing Home Administrators  
Meeting Minutes - DRAFT  
May 2, 2008**

**Time:** 9:30 a.m.

**Location:** **Department of Labor and Industries**  
15 W. Yakima Avenue, Ste 100  
Yakima, WA 98901  
*Link for directions at the end of this notice*

**Contact Person:** Kendra Pitzler, Program Manager  
(360) 236-4723

**Board Members:** Susan Quigley, Chair, NHA  
Daniel Murray, Vice-Chair, NHA  
Stacy Mesaros, NHA  
Kylle Fish, NHA  
Mely Davenport, RN  
Carol F. Hart, Public Member

**Assistant Attorney General:** Gail Yu, Assistant Attorney General

**Staff Present:** Paula Meyer, Executive Director  
Judy Young, Staff Attorney – Attendance by conference call  
Kendra Pitzler, Program Manager  
Robin Sheldon, Program Assistant  
Kristi Weeks, Staff Attorney

**1. Opening – Susan Quigley, Chair – DISCUSSION/ACTION**

- A. Call to Order – Susan Quigley, Chair, called the meeting to order on May 2, 2008, at 9:30a.m.
- B. Introductions - Made by the Board of Nursing Home Administrators (BNHA) members and staff.
- C. Order of Agenda - Adjustment to the Order of Agenda considered for presentation from Kristi Weeks, item # 5. C. 2; and, Judy Young, item #7.
- D. Correspondence - There was no correspondence.
- E. Announcements – There was no announcements.
- F. Other – There was no other business.

**2. Consent Agenda—DISCUSSION/ACTION**

**Items listed under the consent agenda are considered to be routine agency matters and will be approved by a single motion of the Board without separate discussion. If separate discussion is desired, that item will be removed from the consent agenda and placed on the regular business agenda.**

A. Approval of May 2, 2008 agenda.

B. Approval of February 8, 2008 minutes.

**Decision:** A motion was made and passed to accept the consent agenda items, including the agenda as amended.

**3. Executive Director Report – Paula Meyer - DISCUSSION/ACTION**

A. Reorganization News.

**Discussion:** Paula Meyer gave a report regarding the resignation of Laurie Jenkins and leadership changes with Karen Jansen as Acting Assistant Secretary.

B. 2008 Legislation.

**Discussion:** Paula Meyer gave a report regarding HB 1103 and potential changes in procedures and details, as they may apply. The following are highlights discussed: credentialing; criminal background checks; denial of applications; investigations; the enforcement of fines; articulating evidence factors showing immanent danger to public; mandatory reporting; internal investigations; notice of determination; guidelines for Board members in speaking with the Legislation – representing the board (with permission) or personal positions; and the transfer of in-appropriated funds to be used in other areas of business. Most details are still being worked out.

C. Budget and Fees.

**Discussion:** Paula Meyer gave a report regarding the budget, as of February 2008. The documents provided are a snapshot of the budget with the Nursing Assistant Training Program. NOTE: Fees increase effective August 1, 2008.

**Action:** Any questions may be directed to either Paula Meyer or Kendra Pitzler.

D. Update on the Washington Health Professional Services (WHPS) Program.

**Discussion/Action:** Due to maximum capacity of the WHPS program participation, the program has initiated a cap on entry effective April 15 through July 1, 2008. Paula Meyer gave a report on the decision packet that was sent to legislation for consideration of gaining more revenue for the operation of this program. The package, as sent through to the legislation, was not successful in gaining support for fresh revenue. This is an issue of consideration for Boards/Commissions that have high participation from practitioners in need and to consider options available for caseloads not able to participate.

**4. Program Manager Report – Kendra Pitzler - DISCUSSION/ACTION –**

A. NAB Annual Meeting – June 11-13, 2008

**Discussion:** Carol Hart and Stacy Mesaros volunteered to participate and attend the NAB Annual Meeting. Sending more than one member to meeting is usually not approved. However, the Board agrees to send two, with the following justification; the Board is in

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support of Stacy Mesaros participation so she may continue access to national programs and to support the Boards position on issues. The support to Carol Hart is to support and educate public members in the business of Board work and the program. To off set cost to budget for the expense of sending two members, the board agrees to the following:

**Action:** A motion was made and the Board agrees to setup the next quarterly meeting (August 2008) as a videoconference and forgoing the business cost associated with travel to Spokane by select staff and members. The savings on business expenses and cost in having a videoconference is meant to off set the cost of sending a total of 2 members to the NAB Annual Meeting.

#### B. NAB Regional Phone Conference – April 10, 2008.

**Discussion:** Kendra Pitzler gave a report on the telephone conference. The Assisted Living Practice Act does not impact Washington State at this time. Advancing Excellence Campaign Update; Current BNHA members are participating in this program as volunteers. The purpose is to review standards of care and standards of practice as well as quality measures and statistical measures.

**Action:** If anyone has suggestions or comment to forward to the annual meeting, please contact Carol Hart or Stacy Mesaros.

#### C. Update on Board Appointments.

**Discussion/Action:** Applications have been received and submitted for review for Board Appointments. They have been forwarded for review within the Department of Health and will continue on to the Governor.

#### D. Update on Nursing Home Administrator Licensing Rules.

**Discussion/Action:** Update from February 2008 Board Meeting regarding the request for AIT program exemption to attend an accreditation program, presumed to be NAB approved. After further research into program and contact with NAB for clarification, the program in question is not qualified as it does not fit within the NAB qualifications for approval. Discussion regarding the difficulty for some potential AIT/NHA's in finding qualified independent Preceptors within the State of Washington. In discussion, a suggestion is offered that potential AIT's contact larger associations for further information. It is noted that some potential AITs have not received quality information from associations. Kendra will contact agencies (WHCA & WAHSA) to gain resource and contact information for potential AITs. Minimum criteria for preceptors are established in law. Suggestion offered to add a WEB page to the DOH site as recruitment effort; focus on what the preceptor and the AIT will need to know about the program that leads to NHA license. Once the Preceptor Training program is set up, they will need to have this information available. The Board discussed the rules, as submitted, with changes. A motion was made and the Board agrees to accept.

## 5. Disciplinary Issues – DISCUSSION/ACTION

#### A. Thresholds for Imminent Danger – Thresholds Sub-Committee – Stacey Mesaros

**Discussion:** Board discussed whether to adopt thresholds, as presented, or to generate their own. Hand-out presented by Gail Yu to help clarify the criteria in

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question. Motion made to adopt 7-Question clarification and to pass Procedure 212; Board accepted.

**B. Initial Assessment and Case Disposition Decisions – Kendra Pitzler**

**Action:** Motion made to adopt assessment worksheet; Board accepted.

**C. Sanctions Guidelines.**

**1. Statistical Information relating to the Board’s Use of the Sanction Guidelines – Kendra Pitzler**

**Discussion/Action:** Staff attorneys develop SOC, tiers, and sub categories. Discussion on “What violates the rules?”; UDA – rules do not reflect all the issues that come up on Sanctions; Sub committee formation will be discussed at the next meeting. This will be resubmitted for placement on Agenda, scheduled in August 2008..

**2. Sanctions Guidelines Workgroup – Kristi Weeks, Staff Attorney**

*The Board will discuss appointing a member to represent the Board for a workgroup which will develop a new sanctions schedule per HB1103.*

**Discussion/Action:** As per direction of Legislation and HB1103 (Section 12), Kristi Weeks presents to the Board the request for a representative to work collaboratively in effort with other Boards and Commissions within a workgroup to review and put into rule changes that will uniform the sanctions guidelines, which will go into effect January 9, 2009. Note: The budget for this workgroup is independent of the BNHA budget after July 1, 2008. Kylie Fish will represent the BNHA, will attend workshops, and report to the Board at the next meeting, scheduled in August 2008.

**D. Mandatory Reporting Rules – Kendra Pitzler**

*The Board will review the mandatory reporting rules recently passed by the Department. They will also discuss appointing a member to amend these rules per HB1103.*

**Discussion/Action:** Assessment of worksheet, to review cases, is reviewed with recommendations to adopt as Procedure 205, once Procedure 212 is in place. Motion made to adopt; Board accepted. Changes made to the rules need to be adopted. Many mandatory reporting laws are in effect through DSHS that may have more impact on NHAs and their current reporting criteria. Appointment of a BNHA member requested for participation in panel, if necessary, to revise what is current in law. Carol Hart is nominated by the Board, and accepts.

**6. Request for Approval to Receive Lists/Labels – Institute for Natural Resources.**

*The Board will review a request for approval to receive lists/labels of nursing home administrators and determine if this request will be granted.*

**Discussion/Action:** Motion made to adopt assessment worksheet; Board accepted.

**7. STID Presentations, if applicable – Judy Young, Staff Attorney**

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**8. Closed Session – Case Authorization & Case Disposition Panels**

*RCW 18.130 gives the Board authority to investigate all complaints and reports of unprofessional conduct as well as issue statement of charges or settlement agreements. This law also gives the Board the authority to establish panels consisting of three or more to perform these duties. Case Authorization and Case Disposition panels are used to review complaints and investigations to determine appropriate actions.*

**9. Closing - Susan Quigley, Chair, adjourned the BNHA business meeting on May 2, 2008, at 12:23 p.m. Minutes recorded by Robin Sheldon.**

Date approved: \_\_\_\_\_

Chair: \_\_\_\_\_